

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #23-24

CLOSING DATE: CONTINUAL UNTIL FILLED

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITION TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Resource Advisor
Location:	New York State Division of Military and Naval Affairs: Hancock Field Air National Guard Base (ANGB) – number of vacancies – 1
Salary Grade:	SG-14
Salary Range:	Current Start Rate: \$53,262* Job Rate: \$64,693 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Under the supervision of the Base Civil Engineer (BCE), Director of Facilities Management and Engineering Directorate (MNFE), Chief Financial Management Officer (CFMO) and/or other appropriate supervision, the Resource Advisor Titles provide financial advice, accounting, bookkeeping and resource management. Specifically, the title series is responsible for coordinating, tracking and implementing procedures associated with reimbursement of federal funding provided to the State of New York Air and Army National Guard through the Master Cooperative Agreement (MCA). Resource Advisor Titles work to ensure all processing for reimbursement of funds to New York State is done efficiently, timely and in accordance with state and federal regulations, policies, and procedures. RA’s are also responsible for the reconciliation of that state funds associated with the MCA process and proper accounting of all expenditures in accordance with state and federal procedures.</p> <p>Resource Advisor Titles perform responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master</p>

Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.

Resource Advisors provide financial advice, accounting and bookkeeping support services, and resources management in a variety of organizational settings. Any given assignment may encompass a broad or narrow range of activities. The Resource Advisor position is a non-supervisory position. The Resource Advisor is responsible for managing funds and projects on a small to medium scale.

Performs the following financial assistance tasks but is not limited to:

- Assists in preparing and auditing regular reports, memorandums and tracks other special funding. Corrects and/or reports discrepancies.
- Develops, implements and maintains account/record keeping database, spreadsheets, reports and graphs that portray an annual and historical expenditure and consumption pattern for use in resource analysis.
- Works with federal and state personnel to submit budget proposals for annual budget and financial plans.
- Tracks prior and current expenses as well as analyzes available data to project future expenses.
- Monitors and manages the financial status of budgets and contracts and prepares close-out and other funding documents.
- Gathers, reviews, and evaluates information required to conduct financial and program audits.
- Acts as the liaison with various Federal, State and local agencies.
- Inputs information into state systems including the Statewide Financial System (SFS).
- Cross checks payment vouchers/receipts with applicable database(s) to ensure all payments are accurate and valid.
- Reconciles monthly accounts and verifies expenditures and balances with Federal comptroller and State finance personnel.
- Coordinates with appropriate staff on purchasing and procurement matters.
- Ensures proper state and federal procedures are utilized for appropriate financial transactions.
- Prepares purchase orders ensuring proper state and federal format and codes are used.
- Coordinates with appropriate staff to ensure all labor, materials, contract information and costs are captured and recorded per work order.
- Compiles final project costs and provides information to appropriate staff.
- Coordinates facility information with real property and other staff to ensure accuracy of data and tracking.
- Provides notification when account balances are becoming low or when other actions are required.
- Assists in managing data systems which may include the Integrated Engineering Management System (IEMS) program and the General Fund Enterprise Business System (GFEBS).

- Represents the department at various financial meetings.
- Will attend and complete additional training as required.
- May require periodic travel.
- May require overtime.
- Performs other duties as assigned.

JOB REQUIREMENTS

- Knowledge of accounting processes.
- Must be proficient in Microsoft Office Suite.
- Must be able to operate small office machines to include calculating machine, copy, scanning and facsimile equipment as well as have general knowledge of office operations such as mail procedures, filing, telephone operations, etc.
- Ability to maintain account files and analytical data for auditing and historical purposes.
- Ability to analyze financial records and reports and locate errors.
- Ability to interpret historical data for the purpose of forecasting trends in spending and utility consumption.
- Complete data entry and processing timely and accurately.
- Ability to prepare written material in a clear and concise form.
- Experience in meeting multiple deadlines.
- Must have strong organizational skills.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Good verbal and written communication skills.

Minimum Qualifications:

Two (2) years of permanent service in a state position allocated to a Salary Grade (SG) – 9 or higher, in which duties include accounting, tabulation and/or calculation of data, analysis of data, performing mathematical calculation or similar duties.

OR

Associate's degree or higher from a regionally accredited college or university in finance, accounting, auditing or similar degree; plus two (2) years of full time experience in accounting, auditing, bookkeeping or similar duties.

OR

Four (4) years of full time experience in accounting, auditing, finance, data collection and analysis or similar duties.**

AND

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS). May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command.

May be required to acquire and maintain a military driver's license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended.

Must be able to read and write in English.

Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.*

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments.*

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

* Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

** Other combinations of education and work experience, including military, may be considered, however, candidate for the Resource Advisor must demonstrate a combination totaling at least (4) four full time years and direct relevance to the job duties noted.

At all times, the employee MUST maintain minimum standards in accordance with current , and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

<p>How to Apply:</p>	<p>To be considered for interview, submit a cover letter and resume. In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying. <u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</p> <p>If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.</p> <p>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil FAX to: (518) 786-4969 Questions: (518) 786-4830</p> <p>Mail to: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>POSITION WILL BE POSTED UNTIL FILLED.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p>
<p>Subject of Interview:</p>	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
<p>POSTED: MAY 17, 2023</p>	

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New York State is an Equal Opportunity/Affirmative Action Employer.